Priority	Issue	Task	People Involved	How Long
a	Review data that have been through ADAP & not approved	All tests run with minimum of 3 replicates so they can be assessed by ADAP.	L. Chambers	
a	Compare samples to paperwork to ensure correct samples & tests.	Request IS to put brandnames on barcodes & groupsheets.	B. Ward	
a	Streamline data handling issues.	Request IS to ensure computer sets bad ports to missing for associated tests; sets negative water #'s to 0.0000	B. Ward	
a	Review all rechecked results.	Request IS to ensure all rechecks go through ADAP without approval.	B. Ward	
a	Review samples with sd > 2 x sd limit.	Request IS to put "flag" on rechecked values.	B. Ward	
a	Utilize To Do report to identify incomplete tests.	Adapt To Do program to work on all samples for each lab.	R. Holleman (D. Johnson, B. Ward)	1 month
1	Technicians use work instructions at test stations.	Natural management teams (& techs?) ensure work instructions are correct, usable, posted.	SL/TL	2 months
2	Technicians follow control chart guidelines.	Team to develop control chart guidelines & train.	B. Covitz, D. Johnson, M. Payne, E. Sterling, 3 techs (PP, SMK, ANAL)	2 months
3	Reject data for assignable causes.	Natural management teams charter lab sub-teams to develop list of assignable causes. (ongoing)	SL/TL	2 months
4	Document rejected data and assignable causes in notes editing.	Investigate utility of notes editing, develop guidelines for use, ensure its availability at test stations (lucite room, PP, etc.)	R. Holleman, S. Hughes, D. Johnson, S. Laffoon	2 months
5	Review data that have been through ADAP.	Scientifically determine sd limits.	C. Boswell, R. Holleman, S. Laffoon	3 months

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Source: https://www.industrydocuments.ucsf.edu/docs/shmk0001